

Space Programming Worksheet

Instructions: The purpose of this programming worksheet is to gather specific information required for the planning and design of your work environment for your team. Please take time to accurately and thoroughly complete this form; your objective response is key to the successful design of your space.

Date:	3/18/03
Prepared By:	Tapas Sengupta
Participants:	Scientific Affairs & Communication Team

1. Team Biographical Information: Who are you, and what do you do?

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In layman's terms, what is your team's function? (Role Statement)
Development and execution of scientific communications for external and internal audiences and administration and management of funding programs such as PM External Research Program

Instructions: The purpose of the following section is to gather all information required to create a space planning layout that most efficiently addresses your adjacency requirements with other teams in your department, teams in other departments, as well as any other persons or entities that you interact with on a regular, face-to-face basis. Indicate all adjacencies and methods of interaction with an "X" on the chart below.

2. Adjacency information: Who do you work with, and how?

Team, Entity, or Individual		Frequency of Interaction			
Teams within your own dept. (WSA)		Daily	2-3 times per week	1 time per month	Never
1 Product Integrity		X			
2 Clinical Evaluation		X			
3 Sensory Research			X		
4 Programs & Planning	1 X 2-3 times		X		
5 RICK	2-3 times				
6 George	2-3 times				
Teams outside your own dept.		Daily	1 time per week	2-3 times per month	Never
1 Please see attached page for detail					
2					
3					
4					
5					
Non-company entities		Daily	1 time per week	2-3 times per month	Never
1 Vendors					
2 Consultants: R. Carchman, R. Ferguson, J. Seeman				X	
3 Candidates					
4					